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# Vocational Rehabilitation Program Associate

## Job Announcement Code: 16-00170

### [Printable Job Announcement](#)

### Deadline

February 1, 2016

### Salary Information

Salary is \$15.42 per hour plus a great benefits package(<http://etf.wi.gov/careers/benefits.htm>). The position is in Pay Schedule/Range 02-11.

### Introduction

Would you enjoy working in a team based environment that provides vocational support to persons with disabilities in achieving their employment goals? Are you interested in a short-term employment opportunity? If yes, read on!

The Division of Vocational Rehabilitation ([DVR](#)) maintains 11 regional [areas](#) across the state. Amidst these areas are 26 Job Centers where teams of DVR staff are located and work together to assist Wisconsin citizens with their job search efforts.

The DVR is currently working to fill a Vocational Rehabilitation Program Associate (VRPA) position located in its [Rice Lake](#) (WDA 8) office in Barron County.

Current state employees eligible to transfer must take the exam in order to receive consideration for this opportunity.

### Job Duties

Under the general supervision of a DVR WDA Director or VR Supervisor, this position provides team based services for and with fellow WDA vocational rehabilitation staff, including, but not limited to independently completing the initial interview by establishing a rapport with the consumer or representative, collecting and analyzing eligibility and functional limitations and recommending Eligibility/Order of Selection Category Placement and an Individual Plan for Employment (IPE) to the Vocational Rehabilitation Counselor.

This position develops and manages an active caseload of individuals with disabilities, documenting all casework activity in the Integrated Rehabilitation Information System (IRIS) to ensure compliance with state and federal laws and regulations. This position also provides job placement services to job ready consumers and follow-up to working consumers.

### Special Notes

The incumbent must have the ability to travel.

If you have student loans and work full time in a public service job (such as with the State of Wisconsin) you may be eligible for the Public Service Loan Forgiveness Program. For information about this program, please go to <https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/public-service>

### Required Knowledge, Skills and Abilities

Knowledge of:

Microcomputer hardware and software tools such as MS Word, MS Access, etc.

Skill in:

Communicating effectively with the public; written communication; organization of workload and establishing priorities and time management techniques; conducting data entry; conducting the review and analysis of data, policies, procedures and financial records.

Ability to:

Travel in assigned geographical area; meet and deal effectively with people; maintain an effective team based working relationship with staff and public; handle multiple tasks; complete projects on short notice; and resolve problems in an effective manner.

### Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

### How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination can be directed to Tammy Haack at (608) 266-7757 or [TSHJobs@dwd.wisconsin.gov](mailto:TSHJobs@dwd.wisconsin.gov).

DWD is an equal opportunity employer. Women, persons with disabilities and persons from racial or ethnic minority groups are encouraged to apply.